



City of Kansas City, Mo.  
Neighborhood and Community Services Department  
Regulated Industries Division  
635 Woodland Ave., Suite 2101  
Kansas City, MO 64106  
(816) 784-9000

## Non-profit special event permit application

Name of the event (i.e., Jones wedding reception) \_\_\_\_\_

Applicant's name \_\_\_\_\_ Phone \_\_\_\_\_

Only the registered agent or their designee of the nonprofit organization may apply

Applicant's fax number \_\_\_\_\_ Applicant's e-mail address \_\_\_\_\_

Names and phone numbers of two people (must be local) who will be in active control and managing this event  
\_\_\_\_\_/\_\_\_\_\_

### Complete the following based on where the event will be held

Business/Building name \_\_\_\_\_ Street address \_\_\_\_\_

Property owner \_\_\_\_\_ Owner's day phone \_\_\_\_\_

This event will be a ☐ public event ☐ private event (invitation only) **Number of attendees expected each day** \_\_\_\_\_

Type of event or function ☐ concert ☐ reception ☐ other \_\_\_\_\_

Will an entry fee, admission charge, door charge, ticket sales or donations be taken to attend the event? ☐ yes ☐ no

Type of alcohol to be served ☐ full drink (health permit may be needed) ☐ malt liquor and light wine (14 percent alcohol or less)

List all that will be provided ☐ band (noise permit) ☐ DJ (noise permit) ☐ dance area (dance permit) ☐ food (health permit)

☐ tent (fire permit) ☐ street closing (street closure permit) ☐ Public park (Parks & Recreation authorization)

Will food be prepared and cooked onsite? ☐ yes ☐ no **If yes, please see #13 on page two (2) for additional requirements**

Date(s) of event \_\_\_\_\_ Time(s) of event \_\_\_\_\_

Location of event ☐ indoors ☐ outdoors ☐ commercial building ☐ public park ☐ other \_\_\_\_\_

If event will be held outdoors, list the type of barricade that will be used to enclose the event ☐ plastic snow fence ☐ chain link  
☐ wood barricade ☐ steel bike racks ☐ other \_\_\_\_\_

**Security requirements (see #11 on page 2)** Security will be: ☐ armed ☐ unarmed Number of security officers onsite \_\_\_\_\_

Security company \_\_\_\_\_ Phone \_\_\_\_\_

If the event will be held outdoors, list the number of porta-potties that will be onsite during the event \_\_\_\_\_

### All of the following documents (where applicable) must be submitted in order to process your application

- ☐ A copy of the Nonprofit organization tax exempt status from the State & the IRS (IRC Section 501)
- ☐ Contract/Agreement between licensed wholesaler or manufacturer and event sponsor
- ☐ Letter from the property owner approving the event and allowing the sale and consumption of alcoholic beverages on the premises
- ☐ Detailed diagram of the premises (see #10 on page two for more information)
- ☐ Clearance from Fire Department for the premises where the event will be held (see #12 on page two for more information)
- ☐ A copy of the health permit or temporary permit for the event site (see #13 on page two for more detailed information)
- ☐ A copy of the noise permit (outdoor events only) **and/or** street closure permit (see #14 & #15 on page two for more information)
- ☐ A copy of the certificate of occupancy **or** occupant load certificate – ONLY if requested (see #18 & 19 on page three for information)
- ☐ Do all medical staff working this event have current clinical privileges? (see #21 on page three for more information)
- ☐ Public Park access – A copy of the approval letter from Parks and Recreation (see #22 on page three for more information)
- ☐ Do all staff working the event have liquor permits as required by ordinance? (see #17 on page two for more information)

**I agree to permit entry to any officer or investigator who may have legal authority for the purpose of inspection or search. I further agree to comply with the ordinances of the City of Kansas City, Mo., and the laws of the State of Missouri.**

I, \_\_\_\_\_, do swear that the information given in this application is true and correct to the best of my knowledge and belief.

Signature of registered agent / designee \_\_\_\_\_

Date \_\_\_\_\_

----- **FOR OFFICE USE ONLY – DO NOT WRITE BELOW THIS LINE** -----

☐ The number of attendees is expected to be more than 1,000 – This application has been emailed to the fire marshal & medical director

This application is hereby ☐ approved ☐ disapproved \_\_\_\_\_ Date \_\_\_\_\_

### **Additional requirements and policies governing events**

1. **State License** – You must make application for and receive a Picnic (liquor license) from the State of Missouri Division of Alcohol & Tobacco Control prior to the issuance of the Non-Profit Special Event Licensee from Regulated Industries Division. **Division of Alcohol & Tobacco Control: (816) 889-2574**
2. As outlined in Section 311.280 of the Missouri State Statute, all alcohol sold or given away during the event must be purchased from a licensed wholesaler or manufacturer within the State of Missouri. **Division of Alcohol & Tobacco Control: (816) 889-2574**
3. As outlined in Section 311.332.5 of the Missouri State Statute, manufacturers, wholesalers, retailers and unlicensed persons may donate wine in the original package to a charitable or religious organization as defined in section 313.005, RSMo, or educational institution for the sole purpose of being auctioned by the organization or institution for fund-raising purposes, provided the auction takes place on a retail-licensed premises and all proceeds from the sale go into a fund of an organization or institution that is unrelated to any licensed retail operation. **Division of Alcohol & Tobacco Control: (816) 889-2574**
4. An application for a Non-Profit organization permit may be denied at the sole discretion of the Director. **Sec 10-241.**
5. Applications must be filed with Regulated Industries no less than five (5) days prior to the scheduled event. An approval letter along with the city permit will then be issued. The approval letter must accompany the required application filed with the State of Missouri. The State will issue a receipt or license for the event. Failure to provide this information will prevent the establishment from obtaining future catering permits. It is mandatory that both City & State licenses are available for display upon the request of any law enforcement officer and/or Investigator designated by the Director for any catered event.
6. Non-profit organization temporary permits shall be effective for a period not to exceed seven (7) days. **Sec 10-138(1)**
7. If the application is denied, an application to protest the denial may be submitted to Regulated Industries as referred to in Chapter 10 of the ordinances. **Sec 10-62.**
8. **Tax Exempt Requirement** - A copy of the Non-profit organization tax exempt status from the State & the IRS (IRC Section 501).
9. **Barriers** – A description must be included that describes the type(s) of barrier(s) that will be used to close the street that will prevent alcoholic beverages from leaving the controlled area. **Sec 10-33 from sec 10-105(a)(5)**
10. **Diagram** – Provide a diagram of the proposed site and include all points of service where the distribution/sale of alcohol will take place. If the event is to be held outside, the diagram must show how the alcohol will be contained. The diagram must show all of the outdoor seating (if any), the location of porta-potties, the location of the traffic barriers, where security will be located, and a measurement of the entire outside perimeter of the event. **Sec 10-33 from sec 10-105(a)(5)**
11. **Security** – An indication of what security measures will be taken for crowd control must be submitted. Include the number of employees and the number of security officers that will be used to supervise the event. For every 100 people projected to be at the event, two armed security officers or police officers must be present. **Sec 10-33 from sec 10-105(a)(3)(e)**
12. **Fire Permit/Place of Assembly Permit** – A copy of the Fire Permit (indoor event) or Place of Assembly Permit (outdoor event if a tent is used) from the City of Kansas City, Mo., Fire Marshal's Office, 635 Woodland Ave, (816) 784-9100. **Sec 10-33 from sec 10-105(a)(3)(c)**
13. **Health Permit** – A copy of the health permit, catering permit or temporary event permit for the premise where the event will take place. Health Department, 2400 Troost Ave., (816) 513-6247. **Sec 10-105(a)(3)(c).** A health permit is required under the following circumstances:
  - a. If the premise has a health permit and food will be cooked in the kitchen but will be brought outside to be served to guests by setting up equipment (coolers, chafing dishes, hotboxes) to hot/cold hold and dispense, portion, or serve food *outside* the permitted facility.
  - b. If the premise has a health permit but the food is cooked and served outside, a temporary event permit is required to cook and/or prepare the food outside of the permitted facility.
  - c. If an existing restaurant-bar is catering alcohol onto an unlicensed premise where mixed drinks or wine will be served, a catering permit or temporary event permit is required depending on the type of event.
  - d. If an existing restaurant-bar is catering alcohol & food onto an unlicensed premise, their existing health permit will not cover the event as they will need to apply for either a catering permit or temporary event permit depending on the type of event.
14. **Noise Permit** –Outdoor Events – If live music will be performed, a noise permit will be required from the City of Kansas City, Mo., Health Department located at 2400 Troost Ave., (816) 513-6247. **Sec 10-33 from sec 10-105(a)(3)(c)**
15. **Dance Hall Permit** – If there will be dancing at the event, a Dance Hall Permit must be obtained from the Regulated Industries Division (\$15 per day). **Sec 10-33 from sec 10-105(a)(6)**
16. **Street Closure** – If a public street will be blocked off for the event, a permit for a street closure must be obtained from the City of Kansas City, Mo., Public Works Department. **Sec 10-33 from sec 10-105(a)(3)(i)**
17. **Liquor Permits** – Anyone who will be acting in the capacity of a bar manager, bartender, waiter, waitress, cashier, sales clerk, stock person or doorman, or other person responsible for checking identification cards to determine age must have in their possession at all times a liquor permit at all times. Temporary Liquor Permits can be purchased from Regulated Industries in advance of the event for \$5.00 each.

- 18. Certificate of Occupancy** – A copy of the certificate of occupancy for the premises hosting the may be needed. City Planning and Development Department in City Hall, 414 E. 12<sup>th</sup> St., (816) 513-1500, Option 4. **Sec. 10-241(c)(1)&(d)**
- 19. Occupant load certificate** - A copy of the occupant load certificate which states the interior occupant capacity of the premise may be needed. City Planning and Development Department in City Hall, 414 E. 12<sup>th</sup> St., (816) 513-1500, Option 4. **Sec. 10-241(c)(1)&(d)**
- 20.** Alcohol must be served in plastic containers. Glass is NOT permitted. **Sec 10-33 from sec 10-105(b)(4)**
- 21.** As required by **section 34-369** of the Code of Ordinances of the City of Kansas City, Missouri, all medical staff is required to have current clinical privileges from the office of the EMS Medical Director . For more information, please call (816) 513-6263 or visit them at 2440 Troost Ave., suite 4200 in Kansas City, MO 64108.
- 22.** If the event is to be held in a public park, you will need to receive authorization from the Board of Parks and Recreation Commissioners – 4600 E 63<sup>rd</sup> Street, (816) 513-7500

**Sec. 10-138. Non-profit organization temporary permit for sales by drink.**

(a) Notwithstanding any other provision of this chapter, a permit for the sale of intoxicating liquor for consumption on premises where sold may be issued to any church, school, civic, service, fraternal, veteran, political or charitable club or organization for the sale of such intoxicating liquor at a picnic, bazaar, fair, or similar gathering. The permit shall be issued only for the calendar day named therein and shall not authorize the sale of intoxicating liquor for more than seven days by any such club or organization.

- (1) The applicant shall complete a form provided by the director and pay a daily fee of \$15.00 for each day on which the event is held.
- (2) If the event will be held on a Sunday, the permit shall authorize the sale of intoxicating liquor on that day beginning at 9:00 a.m.
- (3) The non-profit organization shall collect and provide to the city sales taxes due the city at the rate so designated by state and city ordinance at the time of the event.
- (4) Wholesalers or distributors may provide customary storage, cooling or dispensing equipment for use by the permit holder during the days and hours authorized for the event.